

STATE ASSESSORS BOARD
EDUCATION COMMITTEE MEETING
Minutes
April 21, 2006

Members Present: Richard Brook, CMAE 3
Denise Chalifoux, CMAE 3
Phillip Chalifoux, CMAE 3
Evelyn David, CMAE 2
Lisa Hobart, CMAE 4
Lynn Houston, CMAE 3
Diane Lee, CMAE 3
C. Jan Markowski, CMAE 4
Blain McLeod, CMAE 4
Steven Mellen, CMAE 4
Joan Peoples, CMAE 4
William Schmidt, CMAE 3
Beth Schafer, CMAE 3

Members Absent: Phillip Bertolini, CMAE 4
Howard Feyen, CMAE 4
Deborah Ring, CMAE 4

The minutes of the last regular meeting of the committee held on April 14, 2005 were reviewed.

RENEWAL PROGRAMS UPDATED SINCE LAST MEETING:

1. Tax Law-6 hours
2. Assessment Administration-3 hours
3. Depreciation Overview-6 hours
4. Equalization-6 hours
5. Ethics and Standards of Appraisal Practice-6 hours
6. History of Property Tax/Local Govt. Finance-3 hours
7. Vacant Land Valuation-3 hours.
8. Sales Comparison Approach-6 hours

STATUS REPORT ON RENEWAL PROGRAMS BEING UPDATED:

1. Basic Assessing-McLeod/Mellen-should be completed by October 2006
2. Cost Approach to Value-should be completed within a couple of weeks
3. Real Property Descriptions-will be completed by August committee meeting
4. Valuation Concepts-completed and sent to Jennifer for formatting

RENEWAL PROGRAMS BEING WRITTEN:

1. Land Division and Combination Process-completed by August meeting

PLANNING OF NEW RENEWAL PROGRAMS:

1. Transfers and uncapping and policing of same-David Lee (writer)
2. Homesteads-Natalie Dunn (writer)
3. March, July & December board of review and assessor's relationship to the board of review, including record cards and chasing sales, board of review minutes, poverty exemptions and bulletins-find a writer

SUGGESTED IMPROVEMENTS OF RENEWAL PROGRAMS:

1. Check to see if Standard 7 of USPAP is taught for renewal programs

HOME STUDY COURSE UPDATING SINCE LAST MEETING:

1. Michigan Tax Tribunal Procedures
2. Property Tax Law

STATUS OF HOME STUDY COURSES BEING UPDATED:

1. Management-done and sent to Jennifer for formatting
2. Statistics in Assessing-report on updated status at August meeting

HOME STUDY COURSES BEING WRITTEN:

1. Budget and Government financing-correspondence from Dr. Lynn Harvey-should be completed in May 2006

DEMONSTRATION NARRATIVE APPRAISAL REPORT WRITING:

1. A committee was chosen
2. 5 workshops written by committee members
3. Attendance made a requirement for level 4 certification
4. workshops instructed in Lansing to 80 students
5. Workshops given to MAA for their schools
6. MAA will be offering the workshops at their fall school

TEST COMMITTEE:

1. All new examination questions being written
2. Computer equipment to computerize exams on order
3. Test Committee appointed

4. Test Committee has met 3 times
5. Test committee has reviewed and amended 300 new test questions
6. New Level 1 and Level 2 exams in place

ADJOURNMENT:

The meeting was adjourned at 3:30 p.m.

NEXT MEETING:

The next meeting of the Education Committee scheduled for August 7, at the MAA Educational Conference

PREPARED BY:

Joan Peoples